

# CSSE Instructor Liaison Subcommittee (Education Committee)

<b>Mandate</b>	
The purpose of the Instructor Liaison Subcommittee is to provide a point-of-contact liaison between the CSSE Education Steering Committee and all CSSE Instructors, to provide consistent messaging to both groups.	
<b>Committee Structure</b>	
The Subcommittee consists of up to five members, representing diverse areas of the country, for a two-year term with the option to extend. No current instructors will be members of the sub-committee. Meetings are monthly from September to June, rotating between Subcommittee meetings, Instructor Teleconferences, and Instructor Professional Development webinars.	
<b>Benefits</b>	
<ul style="list-style-type: none"> <li>▪ Be involved in CSSE’s flagship education program</li> <li>▪ Opportunity to grow as a leader and communicator</li> </ul>	<ul style="list-style-type: none"> <li>▪ Networking with active CSSE members and instructors</li> <li>▪ Reduced registration fees for CSSE courses, after one year of service</li> </ul>
<b>Key Duties</b>	
<ul style="list-style-type: none"> <li>▪ Maintains regular communication links with all Instructors</li> <li>▪ Communicates and solicits input on decisions and initiatives of the Education Steering Committee and CSSE Board of Directors</li> <li>▪ Communicates recommendations from Instructors regarding Instructor contractual obligations to the Education Steering Committee</li> </ul>	<ul style="list-style-type: none"> <li>▪ Makes recommendations regarding professional development for CSSE Instructors and on continuous improvement in delivery of CSSE education programs</li> <li>▪ Recommends to the Education Steering Committee changes to policies involving instructors</li> </ul>
<b>Requirements</b>	
<ul style="list-style-type: none"> <li>▪ Strong communication skills</li> <li>▪ Demonstrated organizational skills</li> <li>▪ Strong team building and Interpersonal skills.</li> <li>▪ Be familiar with and supportive of the CHSC certification process and program</li> <li>▪ Be interested in Adult Education and Training</li> <li>▪ Be committed to the development and implementation of effective learner-centric occupational health and safety professional development courses and programs</li> </ul>	<ul style="list-style-type: none"> <li>▪ Diverse experience in providing adult education or training or human resources</li> <li>▪ Successful completion of at least one CSSE/CHSC Course</li> <li>▪ Familiarization with the CHSC designation and courses</li> </ul> <p style="text-align: center;">NOTE: Holding the CHSC designation is preferred but not essential</p>

# Volunteer Profile

Contact Information	
First Name	
Last Name	
Designations	
Title	
Organization	
Phone (with area code)	
Email	
Member Since	
Member Category	
Chapter	
Volunteer Experience	
What previous experience do you have with CSSE and/or other not-for-profit organizations (i.e. volunteer roles, work experience, etc.)?	
Skill & Knowledge	
What skills and knowledge will you bring to this volunteer position?	
What skills or knowledge would you like to develop/gain?	
Please identify your top three strengths and top three challenges	
Strengths	Challenges

<b>Areas of Interest</b>		
Please indicate your level of interest by rating the following with a 1,2 or 3. (1 is high, 3 is low)		
<input type="checkbox"/> Adult Education & Training <input type="checkbox"/> Program Improvement <input type="checkbox"/> Instructor Professional Development	<input type="checkbox"/> Examination Feedback <input type="checkbox"/> Quality Assurance <input type="checkbox"/> Program Maintenance	<input type="checkbox"/> Communications <input type="checkbox"/> Other: _____
<b>Future Outlook</b>		
What is your goal within the CSSE volunteer leadership team, and why? (e.g. do you want to improve your skills in certain areas, do you want to become a part of the CSSE Board of Directors, etc.)		
<b>Time Commitment</b>		
On average, how many hours are you able to commit each month?	Are there certain times of the year that are busier than others for you? If yes, please specify	
Are you able to make a two-year commitment?		